

## **DEPUTY COORDINATOR - EMERGENCY RESPONSE**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional and administrative position which is responsible for assisting the Emergency Response Coordinator in the day-to-day operation of the department, particularly in relation to preparing for and responding to emergency disaster situations. This position develops plans for a coordinated response of emergency service personnel to disasters resulting from extreme weather conditions, severe fires and accidents, significant power outages, chemical spills, forced evacuations, etc. This employee will coordinate response and recovery plans both in the field at the site of the disaster and through the office. This position involves a great deal of contact with community agencies to develop cooperative plans and work together in times of emergency. This position coordinates disaster plans with the dispatch center operation. This employee must be very familiar with the dispatch center operation and with the response capabilities and needs of emergency service personnel. General direction is received from higher level administrative staff. General direction and training may be given to the dispatch staff.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbent in this title include those listed below in addition to those work activities performed by dispatch staff. They are indicative of the level and types of activities performed by incumbent in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Responds to emergency disaster scenes and coordinates recovery activities with other emergency response service organizations; makes decisions to activate County and available State resources;
2. Develops and administers disaster preparedness functions and recovery operations;
3. Coordinates needs of service agencies and addresses problems between agencies to develop a cohesive response and recovery plan for the County;
4. Promotes NYS Office of Fire Prevention and Control and NYS Emergency Management Office programs at the local level;
5. Develops and coordinates training programs and other services to meet the needs of emergency service providers;
6. Assists with the development and implementation of special programs such as the county-wide cardiac training plan;
7. Coordinates HazMat Team; oversees incident investigation and reporting, recording of all chemical storage, use and emergency treatment if a spill occurs; and ensures Team is properly trained and equipped;
8. Assists with the development of the departmental budget, particularly as it relates to the needs of service agencies responding to emergency incidents;
9. Assists with the administration of the dispatch center as needed and may have to dispatch in emergency situations.

**DEPUTY COORDINATOR - EMERGENCY RESPONSE (Cont'd)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of incident management and emergency response operations to plan and implement a County wide program and develop policies and procedures for a variety of community service and volunteer agencies;

Knowledge of emergency response techniques, including fire fighting, emergency medical and law enforcement, in order to coordinate needs and services provided by different agencies into a cooperative response plan;

Knowledge of HazMat procedures and techniques in order to oversee the County response to chemical incidents and to develop prevention programs;

Knowledge of training techniques and how to administer training programs;

Knowledge of dispatch center operations in order to oversee dispatching and dispatch in emergencies;

Knowledge of communication and negotiation techniques in order to negotiate between groups with a common goal but diverse interests;

Ability to react quickly and calmly in emergencies, control the situation and direct others;

Ability to relate to a variety of groups and establish and maintain effective working relationships under tense conditions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER:        (A)        Graduation from a regionally accredited or NYS registered college or university with a Master's degree in Public Health or a related field and one year of paid work experience in an administrative or managerial position in an emergency response profession such as fire response, medical response or emergency services dispatching or a closely related field;
- OR:            (B)        Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in a health related field and three years of paid work experience in an emergency response profession such as fire response, medical response or emergency services dispatching or a closely related field, two years of which must have been in an administrative or managerial capacity; or
- OR:            (C)        Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in a health related field and five years of paid work experience in an emergency response profession such as fire response, medical response or emergency services dispatching or a closely related field, two years of which must have been in an administrative or managerial capacity.

**DEPUTY COORDINATOR – EMERGENCY RESPONSE (Cont'd)**

**SPECIAL REQUIREMENTS:**

- (A)        Emergency Medical Technician: The appointing authority may require the possession of appropriate certification by New York State Department of Health as an Emergency Medical Technician. This certification must be maintained during the course of service.
- (B)        Driver's License: Eligibility for a driver's license issued by the State of New York. Possession of the license at the time of appointment.
- (C)        Dispatcher Certification: The appointing authority may require the possession of all appropriate training and certification to dispatch.

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ADOPTED:        01/01/98

REVISED:        07/30/03